



---

To: All HOPWA Project Sponsors  
From: Michelle Kincaid, IHFA Compliance Manager  
Lisa Coffman, HOPWA Coordinator  
Date: September 4, 2002  
**Re: Verification of Owner on Rental Properties**

---

**Notice:** HOPWA 02-01

Effective October 1, 2002, HOPWA project sponsors are required to verify ownership of any property receiving rental assistance that is owned by an individual. HOPWA project sponsors will continue to provide a lease documenting the client's residency, term of lease, amount owed for rent, etc. The verification of ownership is required to ensure that privately owned units are not owned by the client; and, therefore ineligible for rental assistance.

Acceptable forms of verification are:

- Copy of owner's mortgage coupon
- Copy of property tax bill
- MLS Realtor Listing

This requirement must be fulfilled for all new properties receiving rental assistance and properties receiving recertification.

If you have any questions or concerns regarding the information in this memo, please contact Lisa Coffman at (317) 233-1814 or (800) 872-0371 or via e-mail at [lcoffman@ihfa.state.in.us](mailto:lcoffman@ihfa.state.in.us).

---

115 W. Washington St.  
Suite, 1350, South Tower  
Indianapolis, IN 46204

(317) 232-7777  
(800) 872-0371  
<http://www.ai.org/ihfa>

